Suborbital and Special Orbital Projects Directorate
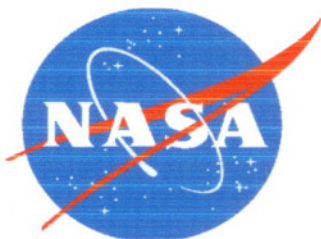803/Safety Office

AIRCRAFT MISHAP RESPONSE PLAN

for

Wallops Flight Facility (WFF)

Effective: August 12, 2008

Florence Smith
Florence Smith
Chief, Safety Office

National Aeronautics and
Space Administration

Goddard Space Flight Center
Wallops Flight Facility
Wallops Island, Virginia 23337

TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE
CONTACT THE WFF SAFETY OFFICE

FORWARD

This plan establishes the responsibility and procedures to effectively and safely respond to and mitigate the effects of any aircraft mishap occurring at or near the Wallops Flight Facility (WFF).

This plan outlines the procedures and responsibilities for the safe and effective handling of aircraft emergencies at or near WFF.

In this plan, a requirement is identified by "shall," a good practice by "should," permission by "may" or "can," expectation by "will," and descriptive material by "is."

Comments and questions concerning the contents of this Plan should be addressed to the Safety Office, Code 803, Wallops Flight Facility, Wallops Island, Virginia 23337.
This is a controlled plan and shall be reviewed annually and revised by page changes when necessary.

APPLICABILITY: This plan applies to Goddard Space Flight Center (GSFC) personnel in Codes 130, 200, 500, and 800 at WFF. It also applies to contract personnel at WFF in accordance with contractual requirements.

AVAILABILITY: Copies of this plan have been distributed to WFF personnel with responsibilities required by this plan. This document is posted at http://www.wff.nasa.gov/~code803/pdf/aircraft2004.pdf. Additional copies may be obtained from the WFF Safety Office, Code 803.

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	Dec. 8, 2000	This plan updates the procedures to comply with current requirements for emergency preparedness planning and reflects personnel and organizational changes. The Emergency Operations Center in the Aeronautical Control Tower was eliminated since it proved to be unworkable in practice.
A	Sept. 12, 2002	• **DELETE the requirements for the Fire Inspector on Page 12, item d, and Page 13, item e (1).** • **DELETE the reference to the run cards on Page 14, item g.** • **ADD the statement "or as requested by Fire Command" on Page 14, item h.** • **DELETED references to telephone operators on Page 15, item j.** • **ADD the word "EMERGENCY" to the end of the sentence "THIS IS A REPORT OF AN AIRCRAFT" on Page 17, item b.** • **INSERTED the word "yearly" on Page 19, item 8c.** • **CHANGED all references of "TAM" to "Emergency Preparedness Coordinator".** • **UPDATED the AIRCRAFT CRASH RECALL ROSTER on Page 21, APPENDIX A-2.**
B	Dec. 1, 2004	• **ADD the statement "GMI 1040.5, "GSFC Emergency Management Plan" on Page 5, BACKGROUND.** • **ADD the statement "a tour will be given to Emergency Services personnel (all three shifts)" on Page 7, item j.** • **RENUMBER the statements on Page 11, item a.** • **REPLACE all references to "Fire Chief" with "Emergency Services Division Manager".** • **REPLACE all references to "Emergency Frequency, 171.000 Mhz" with "VHF Trunked LMR System".** • **UPDATE the AIRCRAFT CRASH RECALL ROSTER on Page 21, APPENDIX A-2.**
C	May 1, 2007	• **Deleted references to GMI 1700.2, GSFC Health and Safety Program (canceled) and GMI 1040.5, GSFC Emergency Management Program (replaced by GPR 1040.6).** • **Replaced Appendix A-1 (Crash Alert Notification) with a revised Appendix A-1 (Aircraft Crash Recall Roster).**

		• **Deleted Appendix A-2.** • **Added to Page 20 – 9. Daily Crash Alert System Test.** • **Deleted all references to Emergency Services Division Manager.** • **On Page 9, changed Minimum Response Requirements to the new NFPA 403-2003 requirements.** • **Modified to clarify all requirements in accordance with Center Rules Review recommendations.**
D	August 12, 2008	• **Update AIRCRAFT CRASH RECALL ROSTER, page 21** • **Replaced Appendix A-1 with Appendix A-2**

TABLE OF CONTENTS

1. BACKGROUND

This plan has been compiled from established procedures and generally encompasses responsibilities, basic preparatory measures, and operating procedures essential to activate all emergency fire fighting services and associated supporting activities in the event of a reported in-flight emergency or aircraft crash at or in the vicinity of WFF. This plan carries the actions to the point that the event has been rendered safe and is turned over to the investigation team.

Since it is difficult to cover all of the various situations that may arise during aircraft emergencies, this plan shall not restrict in any way the use of good judgment by the On-Scene Commander.

2. RESPONSIBILITIES

a. Public Affairs Office/Code 130
   Release of mishap information to the public is the exclusive authority of the public affairs organization. Release of information shall be in accordance with established guidelines and appropriately timed so that the names of crash victims are not disclosed prematurely.

b. Emergency Preparedness Coordinator/Fire Department/Code 803
   The Emergency Preparedness Coordinator in conjunction with the Wallops Institutional Consolidated Contract (WICC) Emergency Services shall ensure that the most current methods of aircraft crash and fire fighting technology are employed at WFF. As such, he/she shall develop and implement policies, procedures, and standards for a program offering maximum feasible protection against injury and property damage resulting from an aircraft crash, fire, or explosion. He/she shall work with the Aircraft Office, and the Airport Manager in the performance of his/her duties pertaining to aircraft operations to ensure an effective and cohesive plan at all times. The Emergency Preparedness Coordinator shall ensure that the WICC Emergency Services is cognizant of applicable aircraft emergency data relevant to crash, fire, and rescue operations. He/She shall also insure that management officials including the Director of Suborbital and Special Orbital Projects (SSOP) are informed.

c. On-Scene Commander
   The Emergency Services duty captain, or in his/her absence, the next senior Fire Officer shall actively direct and supervise all aircraft crash, fire fighting, and rescue operations. He/she shall maintain a continuous fire fighting and rescue training program to ensure that all assigned personnel remain at a high state of proficiency and preparedness. The On-Scene Commander shall also work closely with the Aircraft Office's management and operations personnel to obtain relevant emergency data for GSFC assigned aircraft.

d. Security Officer/Code 240
The Security Officer or authorized representative shall be responsible for securing the scene of the mishap to prevent unauthorized personnel from interfering with fire fighting and rescue efforts. The scene shall remain secured until released by the Safety Office or the Aviation Safety Officer. He/She shall serve as the interface with local, state, federal, and civil authorities for area and civil control and to prevent the release of information to the media and others until cleared by the Wallops Public Affairs Office or other competent authority.

e. Health Unit/Code 250
The Health Unit shall support triage procedures including evaluation of patients and stratification of injuries in terms of severity and needs for immediate referral to regional medical centers. Health Unit personnel shall assist the ambulance crews with first aid/life support measures.

f. Chief, Safety Office/803
The Chief, Safety Office shall be responsible for assisting with aircraft mishap investigations and reporting; providing liaison with GSFC Management and Safety and Mission Assurance at NASA Headquarters. When GSFC personnel are involved in a mishap, the Chief, Safety Office shall advise the Director of SSOP or the Center Director concerning the notification of next of kin. The Safety Office shall also provide personnel and information to the emergency response team for explosive items, which may be associated with incoming project aircraft.

g. Chief, Aircraft Office/Code 830
The Chief, Aircraft Office shall be responsible for the preparation and implementation of procedures relative to aircraft mishaps involving GSFC assigned aircraft, aviation safety functions, and aircraft line services for the WFF Airport. Upon notification of a mishap or potential mishap involving GSFC assigned aircraft, the Chief, Aircraft Office shall activate an aircraft operations and maintenance support team and shall ensure the timely commencement of mishap reporting and investigation procedures.

The Chief, Aircraft Office shall also be responsible for providing the WICC Emergency Services with advance information on assigned GSFC aircraft emergency data and sponsoring periodic aircraft orientation visits for fire department personnel. When mishaps involve GSFC assigned aircraft, he/she shall be available near the Command Post to assist the On-scene Commander, the aircraft crew, and airport authorities.

h. Aviation Safety Officer/Code 830
    The Aviation Safety Officer shall assist airport authorities in mishap prevention and pre-accident planning. When a mishap occurs, he/she shall function as the interim accident investigation officer until relieved by an officially appointed investigation officer or accident board chairperson. He/she shall work with airport authorities, the Safety Office Chief, and Public Affairs personnel when reporting mishaps.

i. Airport Manager/Code 830
    The Airport Manager shall be responsible for working with the Aircraft Office, Aviation Safety Officer, Safety Office, and other airport support activities in the development and implementation of mishap procedures. When notified of a mishap or potential mishap, the Airport Manager shall monitor crash support activities and provide coordinating assistance as required. The Airport Manager shall be responsible for the closure and reopening of the airport.

j. Project Support Manager/Code 840
    Range and Mission Management Office personnel who function as project managers for visiting project aircraft shall be responsible for providing aircraft emergency data to the Emergency Services Chief and shall provide a tour of the aircraft to Emergency Services personnel (all three shifts). Emergency egress information, ejection seat safeing procedures, and location of fuel tanks are examples of emergency data needed by the WICC Emergency Services. When a mishap occurs to visiting project aircraft, the assigned WFF project manager shall be responsible for assisting project personnel with mishap procedures. Support in arranging for transportation, lodging, etc. is critical when a visiting aircraft has an emergency.

k. NENS (Near Earth Network Services)
    The Optical and TV Group shall be responsible for providing mishap photographic support. They shall work with safety, security, and operations personnel to obtain timely and complete photographic documentation of mishaps unless other support is available locally at distant crash sites.

3. DISPOSITION OF CRASH, FIRE FIGHTING, AND EMERGENCY VEHICLES DURING FLIGHT OPERATIONS

a. Response Requirements

The minimum response requirements are based on the size of the aircraft, the number of passengers and crew, and the presence of hazardous cargo. Aircraft size should generally be the governing factor.

Minimum Response Requirements (NFPA 403-2003)
Aqueous Film Forming Foam (AFFF)

NFPA CAT.	AIRCRAFT LENGTH (feet)	WATER CAPACITY (US Gal.)	WATER DISCHARGE RATE (gpm)	NO. OF CFR VEHICLES
1	Less than 30	118	60	1
2	30- 38	195	130	1
3	39-58	670	230	1
4	59- 77	1335	390	1
5	78- 89	2762	825	2
6	90-125	3744	1100	2
7	126- 159	4877	1440	3
8	160-199	7778	1900	3
9	200 -250	9570	2400	4
10	251-300	11764	3100	4

b. Standby Vehicles

Typically, one fully operational Aircraft Rescue Fire Fighting (ARFF) truck shall be on ready standby on the field during scheduled aircraft landings, takeoffs, and when requested/needed for special circumstances (unusual fueling operations, engine tests, research activities, flight emergencies, etc.).

c. Additional ARFF Vehicles

In addition to the standby vehicle(s), the additional ARFF vehicles required to make the minimum response as outlined in paragraph 3a. should be capable of responding within three minutes.

d. Status Reports

The On-Scene Commander shall maintain a status report of all ARFF equipment and notify the Emergency Preparedness Coordinator, Aviation Safety Officer, and the Airport Manager when equipment shortages or failures make it impossible to meet the minimum response requirements. The On-Scene Commander shall provide a daily status report to the Director of SSOPD and the Chief of Safety. Additionally, the On-Scene Commander shall ensure that a Flash Report is sent in the event of an aircraft emergency.

e. Hazardous Flight Operations

When hazardous flight operations are planned in connection with aircraft research, additional ARFF support services shall be requested in advance. This information should normally be passed through the Operations and Safety Directive and the planning meetings that precede such operations.

4. PROCEDURE FOR AN ON STATION CRASH DURING NORMAL WORK HOURS

NOTE: For the purposes of this plan, normal work hours are 8:00 a.m. to 4:30 p.m., Monday thru Friday, except Federal Holidays.

The concept of operations in the event of an aircraft emergency is that the Control Tower will close the airport and the Fire Department shall respond to the appropriate site to control fires and effect a rescue. The support forces such as the Photo Lab and Emergency Medical Services shall stage at the base of the Control Tower, Bldg. A-1, pending direction from the On-Scene Commander. See Figure 1 for locations.
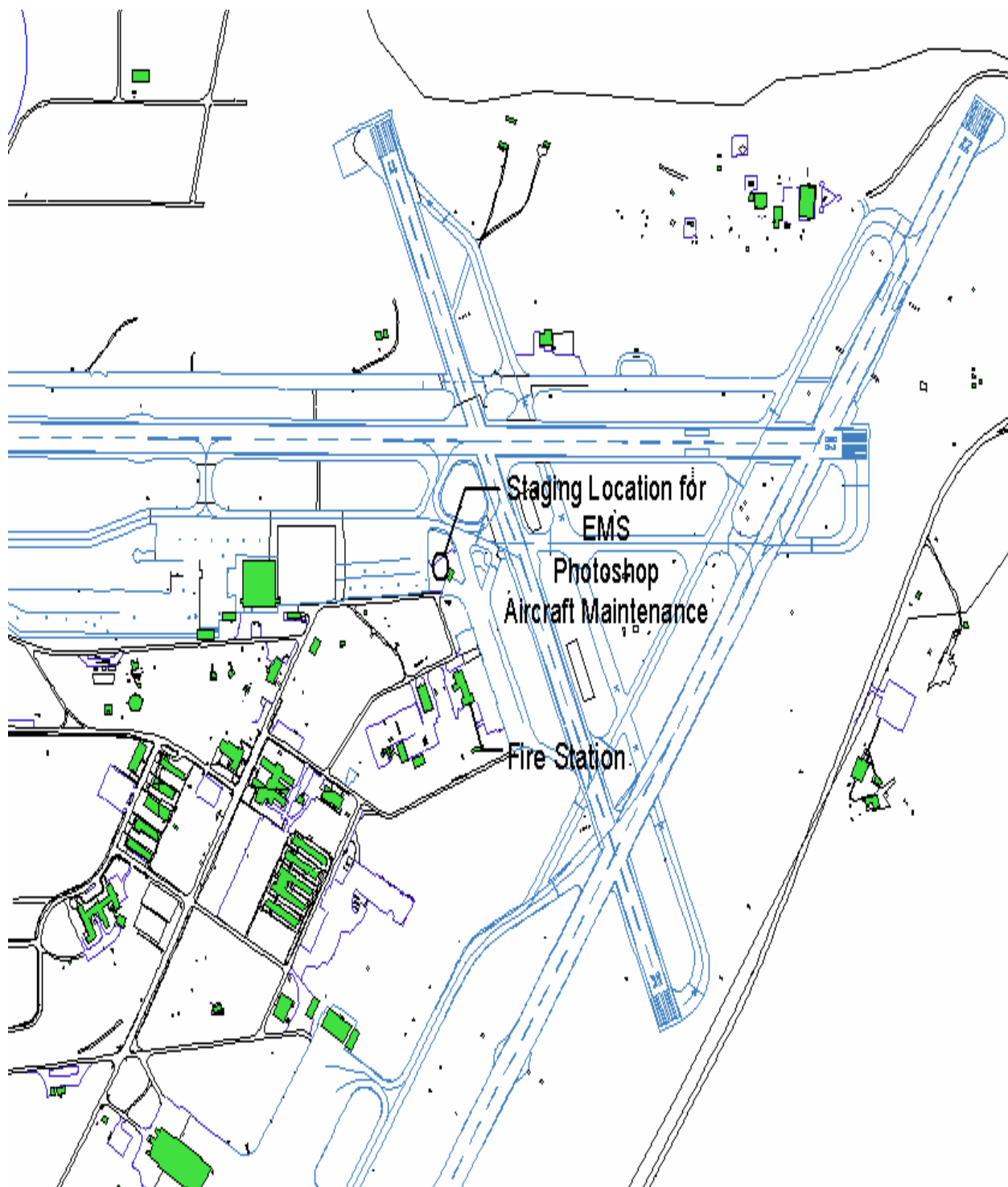
Key Locations for Aircraft Mishap Response
Figure 1

a. <u>Control Tower Operator</u>

NOTE: When the Control Tower is closed, these duties are transferred to the Duty Desk Watch at Fire Station #1.

(1) In the event of a reported in-bound, in-flight emergency, the Control Tower Operator shall attempt to obtain the aircraft's position, the nature of the emergency, the number of people on board, fuel quantities, the presence of any hazardous materials in or on the aircraft, the type and identifying number of the aircraft, and any other information that will aid personnel in handling the emergency.

(2) If radio contact with an in-bound aircraft in distress is lost, the Control Tower Operator shall assume that the plane has crashed and pass all information to the Fire Station Desk Watch for transmittal, if appropriate, to the U. S. Coast Guard Office, Chincoteague, Virginia.

(3) In the event of a reported in-flight emergency or a crash, the Control Tower Operator shall immediately pass all of the obtained information through the Crash Alert System.

(4) (Crash Alert Flow Chart, Appendix A1) to all stations. Particular emphasis shall be placed on the specific location of the crash to assure that ARFF vehicles do not lose time responding to the crash site.

(5) Shall notify all air traffic in the vicinity/on the airport that the field is closed until further notice and to either hold position on the airport, orbit the field at 1,500 feet or above or go to alternate field, and to maintain radio silence except when such transmissions would assist the search and rescue operations.

(6) Shall continually monitor the Very High Frequency (VHF) Trunked Land Mobile Radio (LMR) System in order to maintain liaison between various ARFF vehicles and personnel. All requests from the On-Scene Commander shall be carried out expeditiously.

(7) Shall log all pertinent information in the Control Tower Log concerning the event including the time, place, type of aircraft, radio transmissions, and related information.

(8) Shall report the event to Leesburg Flight Service Station (LFSS) if the aircraft involved was other than NASA WFF controlled aircraft. In all cases, the LFSS and Patuxent Approach Control shall be notified when the airfield is closed.

b. <u>Airport Manager</u>

(1) Shall proceed to the Control Tower, Bldg. A1 to oversee and assist tower operations as well as provide crash support activities as requested. For non-project aircraft, the

Airport Manager shall be responsible for the arrangement of tugs, tow bars, etc. to support the movement of the aircraft after the emergency is terminated.

(2) Shall notify aircraft support personnel if visiting project aircraft are involved.

(3) Shall reopen the Airport when it is determined that it is safe and ready to continue normal operations. The Airport shall not be reopened without coordination with the On-Scene Commander, ASO, and the Safety Office.

c. <u>On-Scene Commander</u>

(1) Immediately upon receiving notification of an in-bound, in-flight emergency or a crash, the On-Scene Commander shall proceed directly to the scene or to the runway in use and establish the Command Post.

(2) The On-Scene Commander shall obtain all known information on the aircraft, its occupants, and cargo from the Control Tower Operator and shall issue orders and instructions on the VHF Trunked LMR System to the various fire fighting and rescue units. The On-Scene Commander or a designee shall ensure that this frequency is properly used and kept free of unnecessary radio transmissions.

(3) Upon arriving at the scene of a crash, the On-Scene Commander shall immediately attempt to ascertain if personnel are still in the crashed aircraft and shall take steps necessary to suppress, contain, or prevent fire from starting. He/She shall employ any measures necessary within the bounds of his/her own judgment and the capabilities of the personnel and equipment at his/her disposal to save human life. This concept toward saving human life shall always be paramount, and shall not be subordinated or compromised for any reason.

(4) Injured personnel removed from a crashed aircraft shall be turned over to medical authorities immediately for treatment. In cases of severe crash, fire, or explosion wherein death has occurred, the On-Scene Commander shall assure that the County Coroner is notified immediately. No attempt shall be made to remove the deceased from the wreckage until the Coroner has arrived at the scene and has directed such action.

(5) The On-Scene Commander shall request security support to preserve the crash scene and shall ensure that no salvage operations are started until authorized by the Aviation Safety Officer or the Safety Office.

e. <u>Health Unit Personnel</u>

(1) When notified of a crash or inbound in-flight emergency, all medical personnel assigned to the Health Unit shall be transported to the scene by the Station #2 ambulance. They shall immediately make necessary preparations to administer emergency treatment to injured personnel. (Appropriate emergency equipment and medical supplies shall be ready for immediate use.)

(2) Shall monitor the VHF Trunked LMR System to gather as much detailed information as possible to prepare effective preparations for treating injured personnel.

(3) If helicopter evacuation of injured is necessary, the Health Unit personnel shall request through the On-scene Commander that the Emergency Services Duty Desk Watch make arrangements with the Aircraft Office, Virginia State Police, and/or Maryland State Police as necessary.

(4) If the aircraft is on fire, personnel shall standby at the Staging Area until regularly assigned crash and rescue crews have affected the rescue of personnel involved in the crash.

(5) After the County Coroner authorizes the removal of the victims from the wreckage, they shall be removed one body at a time. All parts of the body and portions of clothing, belt buckles, I.D. tags, etc. shall be placed in a separate bag/s marked with the victim's name, if known, and the relative position he/she occupied in the aircraft. Personal items of monetary or sentimental value shall be identified where possible and properly safeguarded. Extreme care shall be taken in collecting all portions of human tissue from the area surrounding the crash. These parts shall be placed with other identifiable remains. Biohazard precautions shall be used.

f. <u>Security Officer</u>
Upon receiving notification of an inbound in-flight emergency or crash, the Security Officer shall instruct security guards to proceed directly to pre-established or real-time determined traffic control points and report to the On-Scene Commander to assist in any way possible. The security guards shall keep all personnel not authorized by the On-Scene Commander away from the crashed aircraft and shall set up traffic control points to maintain site accessibility for the emergency and support vehicles. Security forces shall assure that no one moves or disturbs any part of the aircraft, except as necessary for the removal of injured personnel, until authorized by the Aviation Safety Officer or the Safety Office.

g. Fire Station #1

   (1) The Duty Desk Watch shall ensure that the initial crash alarm is passed to all ARFF personnel present at Station #1 and via the VHF Trunked LMR System to Fire Station #2 and to assigned personnel who could be away from Station #1. He/she shall monitor the VHF Trunked LMR System and shall be prepared to contact the Accomack 911 dispatcher for mutual aid organizations and shall assist the On-Scene Commander.

   (2) As directed, all ARFF vehicles shall proceed directly to the scene of the crash or to the runway in use by the inbound aircraft. Each vehicle shall monitor the VHF Trunked LMR System while en route.

   (3) The rescue crews shall review all precautions relative to the ignition system, fuel system, ejection seat system, and ordnance equipment of the aircraft involved while enroute to the scene of the crash. Up-to-date Aircraft Pre-Fire Plans shall be located on all crash, fire, and rescue vehicles.   The Emergency Services supervisory personnel shall monitor safety procedures.

   (4) When notified of an aircraft mishap by telephone, refer to the duties given in paragraph 6c(2).

   (5) Shall advise the Safety Office of the status of the response activities.

h. Fire Station #2

   (1) All available personnel shall respond to the Command Post with the ambulance or other emergency equipment as requested by the On-Scene Commander.

   (2) During off duty hours, Fire Station #2 personnel shall pick up the Main Base Ambulance and respond to the Command Post or as requested by the On-Scene Commander .

i. Optical and TV Group Personnel
   As soon as information is received concerning inbound emergencies or an aircraft crash, photographic personnel equipped with still and video cameras shall report to the Staging Area at the base of the Control Tower, Bldg. A-1 to provide photographic documentation for the subsequent accident investigation. Initial video/photos should be taken from the A1 Tower catwalk. Photos shall be taken from various angles and views to depict skid marks, initial impact area, damage, etc. to enable the investigation board to reconstruct the sequence of events. Documentation of locations and the inclusion of reference scales shall be included to assist the mishap investigation. Photos shall be restricted and released in accordance with NPR 8621.1, NASA Procedural Requirements for Mishap Reporting, Investigating, and Record Keeping, and any security restrictions that may apply.

j. Chief, Aircraft Office
When notified of a crash or an inbound in-flight emergency involving the Aircraft Office's aircraft, the Chief, Aircraft Office or a designated representative shall proceed either to the Command Post or the Control Tower and inform the On-Scene Commander of anything that could aid in more effectively controlling the situation and the subsequent rescue of crew members/passengers.

When notified of a crash or in-bound flight emergency, the Chief of the Aircraft Office shall ensure that maintenance personnel are available to support the aircraft emergency and to provide assistance as needed.

k. Aviation Safety Officer
When notified of a crash or inbound in-flight emergency the Aviation Safety Officer or a designee shall:

(1) Notify the On-scene Commander of his/her location. The Aviation Safety Officer shall research and provide technical assistance to aid in minimizing loss of life and property.

(2) Initiate the reporting and investigative process, as soon as conditions permit, in order to preserve as much data and physical evidence as possible. This process is detailed in NPR 8621.1, NASA Procedural Requirements for Mishap Reporting, Investigating, and Record Keeping.

l. Safety Office
The Emergency Preparedness Coordinator shall report to the On-Scene Commander to coordinate government support activities. When notified that an involved aircraft has, or is suspected of having ordnance aboard, the Safety Office shall supply certified ordnance personnel and shall report to the On-Scene Commander at the Staging Area at the Base of the Control Tower, Bldg. A-1 to provide guidance and assistance as needed to assess the ordnance material.

m. Public Affairs Office
When notified of a crash or in-bound emergency, the Public Affairs Officer shall report to Fire Station 1, Bldg. B-129. From this location, the Public Affairs Office should be able to collect the information necessary to begin managing media requests. After consultation with the On-scene Commander, Public Affairs Office support may move to the mishap site. All public requests for information shall be referred to the Public Affairs Office.

5. **PROCEDURE FOR AN ON-STATION CRASH AFTER NORMAL WORK HOURS**

If possible, all criteria established for on-station crashes during normal working hours shall apply to a crash happening after working hours.

All NASA and other scheduled project aircraft shall be provided ARFF support services at all times. Should a crash occur after normal work hours, the Aircraft Crash Recall Roster (Appendix A-2) shall be activated by the Duty Desk Watch to arrange for support services.

6. **PROCEDURES FOR AN OFF-STATION CRASH DURING NORMAL WORK HOURS**

Crashes occurring off of the Main Base shall be handled, as applicable, in accordance with the instructions and guidelines established in Paragraph 4 of this plan concerning ON STATION CRASHES, with the following changes:

a. Crashes in the Vicinity of WFF

(1) Any aircraft crash within the immediate vicinity of WFF that is accessible to ARFF vehicles shall be handled in the same manner as on-station crashes.

(2) The Search and Rescue Plan shall be initiated for crashes in which location is not immediately determined.

(3) The On-Scene Commander or a designated representative shall respond with the ARFF equipment as the situation requires, keeping in mind the minimum needs of WFF. All equipment not needed at the scene of the crash shall be returned to WFF as soon as possible.

(4) Grid maps of the local area, with the Airport Control Tower as the focal point, shall be maintained in the Control Tower, Range Control Center, Fire Stations #1 and #2, and all Crash, Fire and Rescue (CFR) vehicles. A grid map shall also be sent to the U.S. Coast Guard in Chincoteague. The grid maps shall be used to pinpoint the location of an off-station crash in order to facilitate and expedite crash, fire fighting, rescue, and salvage work. The grid maps shall be maintained and distributed by the Aviation Safety Officer.

(5) The On-Scene Commander shall take steps necessary to assure that the proper local authorities are notified of the situation.

(6) The airport shall be reopened as soon as adequate ARFF equipment is made ready, manned, and in position on the airport. Authorization to reopen the airfield shall be granted by the Airport Manager with the concurrence of the On-Scene Commander, Aviation Safety Officer, and Control Tower Operator.

b. Crashes at Sea, Inland Waters, or Marsh Areas

(1) If a crash occurs at sea, on inland waters, or in the inaccessible marsh areas, the Duty Desk Watch at Fire Station #1 shall immediately request assistance from the U.S. Coast Guard, Chincoteague, VA. Phone number 9- 336-5900/6511.

(2) When contacting the Coast Guard, provide the following information to aid in expediting assistance. State "THIS IS A REPORT OF AN AIRCRAFT EMERGENCY" and relay the following information:

   (A) Estimated time and location of the crash (bearing and distance from the Wallops Control Tower or geographic coordinates).

   (B) Type and/or identifying number of aircraft.

   (C) Number of personnel on board.

   (D) Hazardous cargo/fuel quantities.

   (E) How information was first received.

   (F) Action already underway by WFF personnel.

   (G) WFF phone number: 757-824-1300/1507.

   (H) Provide any information requested by these facilities as stated above.

c. Additional Duties During an Off-Station Crash

(1) Fire Station #1 Duty Desk Watch

   If a telephoned report of an aircraft crash is received the Duty Desk Watch shall:

   (A) Obtain the name and address of the caller and the telephone number he/she is calling from and/or number where he/she can be reached.

   (B) Ask if the caller actually saw the crash and get as many details as possible regarding the location and directions to the location.

(C)   Get a description of the aircraft, e.g., single engine or multi-engine; military or civil; color; aircraft identification number; etc.

(D)   Ask if the aircraft is on fire.

(E)   Ask if there are any survivors and the number and extent of any injuries.

(F)   Ask the person reporting the crash to remain at a pre-designated location to act as a guide for the crash convoy that will be dispatched from the WFF.

(G)   Provide the above information to the On-Scene Commander; the Duty Desk Watch shall notify the Accomack 911 center.

(2) On-Scene Commander

Upon obtaining the information received by telephone, assemble the necessary ARFF vehicle convoy and proceed to the scene of the reported crash.

(3) Security Officer
The Security Officer (or a representative) and security guards shall proceed to the scene of all crashes and report to the On-Scene Commander for necessary instructions.

The Security Officer shall:

(A)   Upon arrival at the scene of the crash, post guards for the purpose of preventing unauthorized personnel from reaching the immediate vicinity of the accident.

(B)   Take the steps necessary to assure that rescue personnel and equipment are not hampered.

(C)   Cover or conceal, if possible, any personnel or equipment that should not be exposed to the weather or in general view for reasons of security and/or protection of personal sensitivities.

(D)   Turn control of civilians over to the State, County, or local police authorities, if present and appropriate.

(E)   Permit local officials, such as the County Coroner or police officers, to accomplish whatever work is necessary.

(F)   Arrange for proper relief of security guards.

(G)   Assure that no information is given to the press regarding personnel involved in the accident until cleared by the Public Affairs Office.

7. **PROCEDURE FOR AN OFF-STATION CRASH AFTER NORMAL WORK HOURS**

Crashes during off-duty hours shall be handled similar to normal hours except that the Fire Station Duty Desk Watch shall initiate the Aircraft Crash Recall Roster (Appendix A-2). The Emergency Command Post should generally be established in Bldg. B-129 for an after hours event.

8. **PERIODIC SURVEYS AND DRILLS**

a. The Aviation Safety Officer and representatives from the Range and Mission Management Office, Aircraft Office, and Safety Office shall review this plan at least annually to ensure the integrity and effectiveness. They shall make recommendations for corrective action or changes to this plan when and where necessary to ensure a realistic and workable plan of action.

b. As aircraft are added/deleted or program requirements and equipment changes occur, this plan shall be reviewed and appropriate changes incorporated.

c. At least one yearly drill shall be conducted by the Safety Office to test and evaluate the ARFF teams. The On-Scene Commander shall conduct a review within 2 hours after completion to identify improvements. Actual responses may be used in place of a drill at the discretion of the Emergency Preparedness Coordinator.

d. There shall be a debriefing conducted within 48 hours after each mishap to review the effectiveness and the implementation of this plan. All personnel involved in the incident shall participate in the debriefing.

9. **DAILY CRASH ALERT SYSTEM TEST**

a.   The crash alert system will be tested each work day at 0900.

b. When the crash alert system tone is transmitted, Security, Station 2, the Health Unit and the Tower shall acknowledge receiving the tone via their LMR radios.

APPENDIX A-1

# AIRCRAFT CRASH RECALL ROSTER
(After Normal Work Hours)

1. Chuck Chesser, Security Officer   757-787-1340
                                                                   Cell 757-894-2471

2. Security Patrol   By VHF Trunked LMR System
                                                                   Phone 911, 1333, or 2222

3. Glen Liebig, Emergency Preparedness Coordinator   Cell 601-569-1079

4. Jean Lopez, Security Specialist   Security Patrol to Contact

5. George Postell, Aircraft Office Chief   410-641-5440
                                                                   Cell 757-894-2537

6. Rich Rogers, Aviation Safety Officer   410-543-8672
                                                                   Cell 757-894-3898

7.   Ed Sudendorf, Airport Manager   757-824-6141
                                                                    Cell 757-894-3753

8. Florence Smith, Chief, Safety Office   Cell 757-894-3728
                                                                   Cell 321-537-6539

9. Keith Koehler, Public Affairs Officer   410-651-5824
                                                                    Cell 757-894-4152

10. Dr. John H. Campbell, Director of SSOPD   757-787-4043
                                                                   Cell 757-894-2187

12. Craig Purdy, Deputy Director of SSOPD   410-957-1583
                                                                    Cell 757-894-2057

APPENDIX B-1

SAFETY PROCEDURES
AIRCRAFT OPERATIONS WITH ORDNANCE
AT THE WALLOPS FIGHT FACILITY (WFF) AIRPORT

The purpose of this appendix is to establish safety criteria for aircraft emergencies at the WFF airport with live ordnance. The following procedures shall be followed in the event of an aircraft landing at the WFF with live ordnance:

1. The WFF airport is not equipped with facilities or personnel to handle aircraft with live ordnance. Therefore, only bona fide aircraft emergencies or specifically approved projects involving live ordnance shall be accommodated.

2. Projects involving aircraft with live ordnance shall undergo an operational and safety review prior to approval by the Range Safety Officer and/or Aviation Safety Officer. This review includes information on radiation hazards to ordnance for determining radio frequency (RF) silence requirements, air/ground safe and de-arming procedures, and support requirements. Projects involving aircraft with live ordnance requires the control tower to be manned. Project personnel should provide as much advance notice as possible to the Control Tower (ext. 1688) on aircraft arrivals. The Project Manager shall notify the Test Director and/or appropriate radar personnel of RF silence requirements. Pilots shall ensure that airborne ordnance safe procedures are completed in accordance with the applicable Operations and Safety Directive prior to approaching WFF. In addition, pilots shall notify the Control Tower or WFF UNICOM of ordnance status prior to entry into the WFF airport traffic area. Pilots shall fly a flight path to the WFF airport that ensures maximum safety to personnel and property.

3. Aircraft Commanders declaring an in-flight emergency shall be permitted to use WFF regardless of project status. The pilot shall be requested to comply with these procedures.

4. Ground safeing procedures shall be conducted at the rollout end of the arrival runway. Aircraft grounding points are located 50 ft. from the end of each runway, which will permit de-arming/arming procedures at each runway end. The runway in use shall be closed until the aircraft has cleared the runway. Safe/de-arming/arming procedures shall be conducted only by qualified personnel assigned to the aircraft. The normal location for parking and servicing of ordnance loaded aircraft is the "hazard cargo loading area" (150 ft. x 150 ft.) located at the approach end of runway 17 and is equipped with aircraft grounding points. Pilots should orient their aircraft so that ordnance aligns with a magnetic heading of 350° while in the hazard loading area.

Preferred location for Aircraft with Ordinance
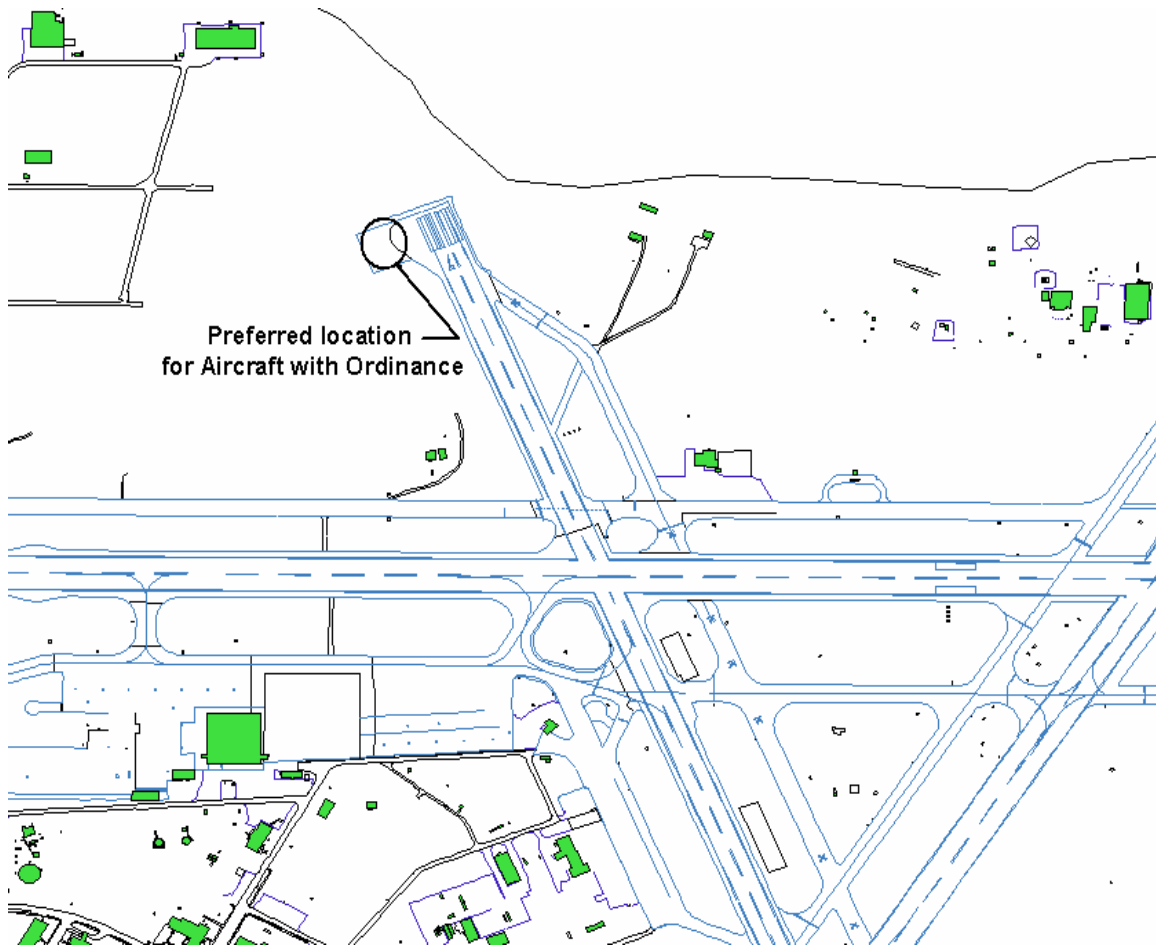
5. WFF runways are listed below in descending order of preference based on minimizing risk to personnel and property from the inadvertent firing of forward pointing ordnance. Aircraft capabilities, runway availability, and prevailing winds may also dictate a need for a specific runway.

    Preferred runways for arrival: Runways 35, 04, 22, 17, 28, 10.

    Preferred runways for departure: Runways 17, 22, 28, 04, 35, 10.

NOTE:
a. Taxiing aircraft use routes and execute turns in the direction of least habitation.

b. Helicopters may expect clearance directly to and from the hot cargo pad or alternative de-arming areas when established.

The Control Tower will transmit the preferred runway to the pilot. After landing, taxi information and de-arming instruction will be provided as applicable. Pilots or aircrew knowledgeable of the aircraft ordnance shall remain near the aircraft and be accessible until released by the On-Scene Commander.